



ADMINISTRATIVE ASSISTANT II

Exam Code: 6MV04

Department:	Department of Motor Vehicles
Final Filing Date:	March 16, 2016
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$4,600.00 to \$5,758.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a departmental promotional examination for the Department of Motor Vehicles. Applicants must:

1. have a permanent civil service appointment with the Department of Motor Vehicles or meet the provisions of State Personnel Board Rules 234 or 235 by the final filing date; or
2. be a current or former employee of the Legislature, who resigned or was released from service, and with two or more consecutive years as defined in Government Code Section 18990; or
3. be a current or former non-elected exempt employee of the Executive Branch of **government**, who resigned or was released from service, and with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992; or
4. be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

Persons applying using Veterans experience must submit a copy of their DD214 with their Standard State Application (STD. 678).

FILING INSTRUCTIONS

Standard State Applications (STD. 678) must be marked “**Administrative Assistant II**” and submitted by the final filing date using one of the two options below:

Postmarked by mail to:

Department of Motor Vehicles
Selection and Certification Unit
Administrative Assistant II
P.O. Box 932315, MS A208
Sacramento, CA 94232-3150

OR

***In person by 5 p.m. to:**

Department of Motor Vehicles
Human Resources Branch
“Selection & Certification Unit Drop Box”
2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 95818

*Standard State Applications (STD. 678) **must be placed in the “Selection & Certification Unit Drop Box” by 5 p.m. on the final filing date.** Standard State Applications (STD. 678) postmarked, personally delivered, or received via interoffice mail after the final filing date will **not** be accepted. Standard State Applications (STD. 678) will **not** be accepted via email or fax.

Standard State Applications (STD. 678) may be downloaded at the California Department of Human Resources’ JOBS website at www.jobs.ca.gov. All applications/resumes must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications/resumes received without this information will be rejected.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please mark the appropriate box on the Standard State Application (STD. 678). You will be contacted about specific testing arrangements.

DEFINITION

“Performing the duties of...” To meet this requirement, the applicant must have the amount of experience in State service in the class (or be on a Training and Development Assignment or TAU to the class) specified.

“Performing staff work in a class equivalent in level to...” To meet this requirement, the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

“Class equivalent in level of responsibility to...” To meet this requirement, the applicant must have State service experience of appropriate type and length in a class at the same (or a higher) level of responsibility as the class specified.

ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Motor Vehicles. The list will be abolished 12 months after it is established unless the needs of the service and/or conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either I”, “OR II”, “OR III”. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EITHER I

One year of experience in the California state service performing staff work in a class equivalent in level to Administrative Assistant I

OR II

Eighteen months of experience in the California state service performing the duties of an Executive Secretary II.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION--CONTINUED

OR III

Experience: Three years of progressively responsible experience in one or a combination of the following:

1. Relieving an administrator of assigned administrative detail and preparing reports and/or recommendations for administrative action. (Experience in California state service must be in a class equivalent in level of responsibility to Offices Services Supervisor I.)
2. Professional or technical experience in a field usually requiring an education of collegiate grade and involving duties and responsibilities which develop a wide knowledge of the field of management, at least two years of which shall have involved the independent development of administrative recommendations.

(Possession of a Master's Degree in Public, Personnel, or Business Administration or related field may be substituted for one year of the required experience.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for four years of the required education on a year-for-year basis. Any work experience gained in State service may be used to meet the education requirement on a year-for-year basis.)

(In appraising experience, more weight will be given to the breadth of experience and the evidence of the candidate's ability to accept and fulfill increasing responsibility than to the length of his/her experience.)

POSITION DESCRIPTION

Incumbents in this classification assist and advise a chief administrator and relieve him/her of administrative detail. Consult with and interpret matters of policy to the operating divisions; study and review the activities of departmental programs to determine conformance to administrative policy, and develop criteria for evaluating the effectiveness of departmental programs; assist department and division heads on administrative problems and procedure; make special studies and investigations, and prepare administrative reports; assist in the implementation of new procedures and new programs; cooperate with other agencies, groups, and individuals in connection with the coordination of departmental activities; study proposed legislation and advise the administrator regarding its possible effect on departmental programs; confer with other staff members regarding the need for legislation and report such need to the administrator; represent the department at conferences, meetings, and legislative hearings; may supervise and review the work of the staff of the administrator's immediate office; prepare articles for publication; address interested groups; dictate correspondence; and prepare reports.

Position exists in Sacramento only.

EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Panel Interview, weighted 100%. Candidates must achieve a minimum passing score of 70% in order to be placed on the eligible list.

It is anticipated that mandatory interviews will be held in **April 2016**.

Interviews will be conducted in Sacramento only.

SCOPE OF EXAMINATION

QUALIFICATIONS APPRAISAL PANEL INTERVIEW - WEIGHTED 100%

The Qualifications Appraisal Panel Interview will consist of predetermined job-related questions. Candidates will be provided a copy of the interview questions for a brief period of time before entering the interview room. The interview panel will evaluate the candidate's responses to each question using a predetermined rating scale and predetermined scoring criteria. This testing component measures the knowledge and abilities listed below.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management.
2. Office management principles, methods, and procedures.
3. Administrative survey techniques and skill in their application.
4. Statistical and research methods.

B. Ability to:

1. Think clearly and quickly and analyze and solve problems of organization and management.
2. Work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies.
3. Supervise the staff of an administrative office.
4. Establish and maintain cooperative working relationships.
5. Speak and write effectively.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, and tact.

VETERANS' PREFERENCE

Veterans' Preference **will not** be granted for this examination, because it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:
<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> .

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Motor Vehicles, Selection and Certification Unit at (916) 657-7553 three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or Performance Test fails to reach him/her three days prior to his/her scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Standard State Applications (STD. 678) are available at www.jobs.ca.gov, local offices of the Employment Development Department, and the testing department on this examination bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against predetermined job-related rating criteria. All candidates who pass will be ranked according to their scores.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the state, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

GENERAL INFORMATION--CONTINUED

General Qualifications: Candidates shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver's license, a good driving record and is expected to drive the car safely. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Criminal Record Clearance Information: Some positions, within various divisions of the Department of Motor Vehicles, are subject to fingerprinting and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

If Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices, or at www.jobs.ca.gov.

If High School Equivalence is required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

California Relay Telephone Service for the deaf or hearing impaired

from TDD Phones: 1-800-735-2929 from Voice Phones: 1-800-735-2922

UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT